

# Appendix H

## Sample Board Meeting Agenda

Wolverine Conservation District  
PO Box 272  
Somewhere, MI 41023

**Regular Board Meeting**  
Tuesday, May 18, 1993 7:30 p.m.  
Board Room

### AGENDA

7:30 <u>Opening of meeting</u>	<u>Purpose</u>
A. Call to Order B. Determination of quorum C. Recognition of visitors to the meeting D. Approval of agenda and requested changes to consent agenda	Action
7:40 <u>Open forum</u>	Information
<b>Audience note:</b> If you desire to speak to the board, please read and complete the open forum sheet provided at the sign-in table and give it to the Board Secretary.	
7:55 <u>Consent agenda</u>	Action
A. Approval of minutes B. Board retreat site C. Public notices D. Approval - Affirmative Action Policies and Procedures E. Financial statements F. Use of facilities & equipment G. Bid: New phone system H. Personnel travel requests I. Board travel requests J. Contracts with other agencies K. Application/Amendment for funding	
Detailed information on all consent agenda items is included in this meeting packet. If you have any questions about consent agenda items or any agenda items as you prepare for the meeting, please call the office.	
8:00 Wolverine County Envirothon report	Information
8:10 Growth Plan update	Discussion
8:20 Disclosure Statement	Action
8:25 Approved list of evaluators	Discussion

	<b><u>Purpose</u></b>
<b>8:30</b> Riverbank Restoration Project update	Action
<b>8:40</b> Declaration of Tax Exempt Obligation	Action
<b>8:45</b> Audit report	Action
<b>9:00</b> What's happening in Wolverine Co.	Information
<b>9:15</b> Board development	Discussion
<b>9:30</b> Adjournment	

## **To Speak to the District Board During the Forum**

### **Sample Form**

The Wolverine Board welcomes you to this meeting. We conduct our meetings in strict compliance with the state open meetings law. That law requires that our board meetings be open for public observation, but it does not require that the public be allowed to participate in the meetings. However, we value the ideas and insights of our constituents and therefore, it is the policy of this board to allow 15 minutes of each meeting for a forum. If you wish to speak to this board during the forum section of our agenda, please complete the form on the bottom of this paper and hand it to one of the board members before the meeting. Only persons who have completed the form and given it to a board member prior to the convening of the meeting will be allowed to speak.

When the board reaches the "forum" section of the agenda, the board president will divide the 15-minute segment by the number of persons who have requested to speak to the board to determine the amount of time allocated to each person. The board president will then call on those people one at a time to stand and address the board for no more than the allocated time.

You should not expect the board to respond at this meeting to your questions or requests for information or requests for action. The board will note your request and respond at a later appropriate time after board members have an opportunity to consider and deliberate about the request.

At other times during this meeting as the board deliberates, board members may wish to ask for information from persons in the audience, but please refrain from comment unless the board asks you to comment. Board members are always anxious to hear from constituents outside the meeting, but our meeting agenda is usually full and does not allow us time for a continuous open forum.

**Thanks for helping us conduct an open and orderly meeting.**

### **Request to speak to the ABC Board during the forum...**

This form must be completed and handed to a board member before the meeting if you wish to speak to the Wolverine Board during the "forum" section of the meeting agenda. The forum will be conducted according to the format explained above.

Your name:

Group/organization you represent, if any:

Subject about which you will speak